



**GUILFORD COUNTY
CONTINUUM OF CARE**

Working to End Homelessness
in Guilford County

**Summary of FY 2021 NOFO and Request for Proposals (RFP)
HUD Continuum of Care (CoC) Homeless Assistance
Guilford County Continuum of Care (NC-504)
Issued: September 1, 2021**

INTRODUCTION

As the Administrative Agent for the Guilford County Continuum of Care (CoC), Partners Ending Homelessness (PEH) is accepting proposals for Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD), in collaboration with the Collaborative Applicant, the Guilford County Department of Health and Human Services (Guilford County DHHS). HUD released the Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2021 Continuum of Care (CoC) Competition on August 18, 2021. The HUD CoC Program provides federal funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

This document is Guilford County Continuum of Care's notice of Public Solicitation for new project applications and renewal project applications.

Additional details about items found in this summary can be found at:

https://www.hud.gov/sites/dfiles/SPM/documents/FY21_Continuum_of_Care_Competition.pdf

BACKGROUND

The CoC Program (24 CFR part 578) is designed to promote community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) for the Continuum of Care Program, signifying the beginning of a funding competition among the Continuums of Care (CoC), which are coalitions of community stakeholder groups that guide local responses to homelessness. The FY 2021 CoC NOFO was released on August 18, 2021, opening the competition making available over **\$2.6 billion** to serve homeless people nationally. The information in the NOFO sets forth the national competition rules and processes for 2021. This RFP summarizes the highlights of the NOFO and includes the local funding processes, deadlines, etc. Please refer to the HUD NOFO for FY 2021 CoC Competition for more detail. Additional guidance will be shared as HUD issues updates and the local committee meets to update and finalize details.

Before the consolidated application is submitted to HUD, the CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. The results of the local competition, overseen by the CoC's System Performance and Evaluation (SPE) Committee and approved by the CoC Board and Membership, dictate which projects will move forward in the funding process.

FUNDS AVAILABILITY

The amount of funding estimated to be available for NC-504 from HUD is **\$2,251,622**, which is based on the amount of currently funded projects eligible for renewal funding. Any bonus funds made available by HUD would be in addition to that amount. New projects can be funded only through reallocation of existing project funding or through bonus funds. Below is a summary of the funds for which our CoC is eligible to apply.

NC-504 Guilford County CoC Amounts

- Preliminary Pro Rata Need (PPRN): \$2,475,115
- Estimated Annual Renewal Demand (ARD): \$2,251,622
- Tier 1: \$2,251,622
- CoC Bonus: \$123,756
- Domestic Violence (DV) Bonus: \$371,267
- CoC Planning (Planning Grants are available only to the Collaborative Applicant and are not ranked): \$74,253

For further information, please see: <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-CoC-Estimated-ARD-Report.pdf>

DEADLINES

Both renewal and new project proposals (letters of intent and associated documentation) must be submitted to Partners Ending Homelessness (PEH) by **Wednesday, September 15, 2021, at 5:00 PM**. Submission procedures are described below in the sections labeled SUBMISSION PROCEDURES and KEY INFORMATION. Organizations failing to meet these criteria may be disqualified from the application process.

The FY 2021 NOFO was published on August 18, 2021, with a deadline to HUD of November 16, 2021, at 8:00 PM EST. The Guilford County CoC's internal deadlines are as follows:

- **Friday, September 24, 2021, at 2:00 PM** – Renewal and New Project Applications for SPE Committee Review, Rating, and Ranking
- **Tuesday, October 12, 2021, at 5:00 PM** – Final Renewal and New Project Applications for CoC Board and Membership Approval

The Collaborative Applicant and the Administrative Agent, acting on behalf of the Guilford County CoC and the SPE Committee, reserve the right to publish additional information subject to HUD updates or new information. Other important deadlines will be forthcoming.

As prescribed by HUD, a single, consolidated submission of all selected and ranked projects in Guilford County will be submitted to HUD by Guilford County Department of Health and Human Services, upon approval by the SPE Committee and CoC membership. Funding will be derived from Federal Fiscal Year 2021 allocations of HUD funds and is subject to funding availability under the NOFO. The Collaborative Applicant and the Administrative Agent, acting on behalf of the Guilford County CoC and the SPE Committee, reserve the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

HUD NOFO INFORMATION SESSION

An information session on the HUD NOFO for FY 2021 CoC Competition will be held during the September 9, 2021, Guilford County CoC Membership meeting. Further details regarding this year's process will be distributed by email to applicants and published in the weekly CoC newsletter (prepared and distributed by PEH). For additional questions or to subscribe to the newsletter, contact info@partnersendinghomelessness.org.

FY 2021 HUD CoC POLICY PRIORITIES

In its FY 2018-2022 Strategic Plan, HUD stated its mission to “create strong, sustainable, inclusive communities and quality affordable homes for all.” It listed the following policy priorities in Section II.A (page 9) of the FY 2021 CoC NOFO.

HUD has developed the following seven system-level performance measures to help communities better understand how the selection criteria support the goal of ending homelessness:

1. Ending homelessness for all persons.
2. Use a Housing First approach.
3. Reducing Unsheltered Homelessness.
4. Improving System Performance.
5. Partnering with Housing, Health, and Service Agencies.
6. Racial Equity.
7. Persons with Lived Experience.

RENEWAL PROJECTS

See Section 0000 (page 31) of the HUD CoC NOFO for more information. Awards made under the CoC Program are eligible for renewal with FY 2021 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2021 and expire in CY 2022 (the period from January 1, 2022 through December 31, 2022). Projects renewed under the FY 2021 CoC Program Competition NOFO are renewable as set forth in 24 CFR 578.33 to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administrative costs. Grant agreements for FY 2020 funds must be executed by December 31, 2021, to be eligible for renewal.

NEW PROJECTS

CoCs may submit new projects created through reallocation, CoC Bonus, or a combination of reallocation and CoC Bonus, and new DV Bonus projects. Section V.B of the HUD CoC NOFO covers all Eligibility Information. Please review the details therein, especially those that pertain to Program Specific Requirements, which begin on page 30.

REALLOCATION

See Section III.B.2.w (page 24) of the HUD CoC NOFO for more information. Reallocation is a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements set forth in Section II.B.1 of the HUD CoC NOFO and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the HUD CoC NOFO. CoCs may only reallocate eligible renewal

projects that have previously been renewed under the CoC Program. To create a Transition Grant (see Section III.C.2.z of the HUD CoC NOFO), the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant.

For a CoC to receive funding for a new project, other than through reallocation, the CoC must demonstrate that all project applications are evaluated and ranked based on the degree to which they improve the CoC's system performance.

COC BONUS

See Section III.B.2.c (page 20) of the HUD CoC NOFO for more information. Collaborative Applicants may include new project applications of up to 5% of its CoC Final Pro Rata Need (FPRN). New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in Sections V.C.3.b and c of this NOFO. To be eligible to receive a CoC Bonus project, a Collaborative Applicant must demonstrate its CoC ranks projects based on how they improve system performance as outlined in Section VII.B.2.b of the NOFO.

DOMESTIC VIOLENCE (DV) BONUS

See Section II.B.5 (pages 11-12) of the HUD CoC NOFO. The 2021 Consolidated Appropriations Act provides up to \$52 million for “rapid re-housing projects and supportive services projects providing coordinated entry, and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, sexual assault, and stalking.” Additionally, up to \$50 million is added to the amount from the 2020 Further Consolidated Appropriations Act as HUD did not conduct an FY 2020 CoC Program Competition, but instead only awarded eligible renewal projects. Therefore, the total amount of DV Bonus funding is \$102 million which will be used for new DV-specific project applications where 100% of the participants are or will be survivors of domestic violence, dating violence, sexual assault, or stalking.

EXPANSION PROJECT

See Section III.B.2.j (page 23) of the HUD CoC NOFO for more information. HUD will allow project applicants to apply for a new expansion project through reallocation, CoC Bonus, and DV Bonus processes to expand existing projects will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. The new expansion project application must meet the project eligibility and project thresholds.

TRANSITION GRANT

A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a one-year period. See Section III.B.2.z (page 25) of the HUD CoC NOFO for a definition and requirements of the transition grant

- a. No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded.
- b. Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component.

- c. To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care.
- d. The new project application must meet project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the HUD CoC NOFO.

CONSOLIDATION PROJECT

See Section II.B.6 (page 12) of the HUD CoC NOFO for more information. Project applicants can consolidate two but no more than ten eligible renewal projects during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, the projects must have the same recipient and be for the same component; and will only be funded in this Competition with FY 2021 funds (meaning no funds recaptures from prior years will be awarded to the project).

KEY INFORMATION

- a. Threshold Requirements: All projects must meet the threshold criteria shown in the attached Appendix A – Threshold Criteria for Continuum of Care Grant Proposals.
- b. Proposed funding for new projects cannot supplant funding from other sources.
- c. Participants in CoC-funded projects must meet HUD’s eligibility requirements, which vary by program component. More information on the CoC regulations is found below.
- d. Permanent supportive housing projects may serve families or individuals. An adult participant in each household served in any permanent supportive housing program must be disabled.
- e. Projects may not charge participants program fees in any program.
- f. Funds are not available for transitional housing, except in the new joint component, which combines transitional housing and rapid re-housing.
- g. Funds are not available for supportive services, unless they are part of a renewal project, or a new project created through reallocation for coordinated assessment.
- h. Emergency shelter and services are not eligible for funding under the CoC Program.
- i. 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for the match.
- j. All projects will be limited to requests for one year of assistance. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.
- k. Collaborative efforts by community agencies are encouraged.

PROJECT RANKING PROCESS

HUD requires that all projects be ranked and prioritized in a two-tiered list. Tier 1 will be the top priority projects. Tier 2 will be lower priority projects. Either new or renewal projects may be ranked in Tier 1 or Tier 2. The placement of each project on the priority list will be determined through a multi-stage process including review by the Guilford County CoC System Performance and Evaluation Committee and the Guilford County CoC Board of Directors, prior to review by the Guilford County CoC voting membership.

Based on the highly competitive nature of the grant program, ranking of each project will be critical in determining the likelihood of funding. Projects ranked in Tier 2 have a low probability

of funding. New projects created through reallocation or bonus funding may be included in either Tier 1 or Tier 2.

Renewal projects will be reviewed and ranked through the CoC process based on performance. New project proposals will be reviewed in reference to organizational capacity, strategic priority, project approach and design, and cost effectiveness and ranked through the CoC process.

HUD PROGRAM INFORMATION

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals that do not conform to the regulations will not be considered for funding. The regulations and other information for the Continuum of Care Program may be found at:

<https://www.hudexchange.info/programs/coc/>.

FUNDS AVAILABILITY

Once awarded by HUD, grant funds are estimated to be made available by HUD by **the third quarter of calendar year 2022**. However, the awarding of funds and the timing of awards and grant-making by HUD is outside of the control of the Guilford County Continuum of Care, the Collaborative Applicant, and the Administrative Agent. Agencies seeking renewal funding must be aware of all operating year start and end dates and must plan to accommodate any period for which a HUD funding award is denied or delayed. It should be noted that projects created through reallocation are not renewal projects and may have different start dates than the grants from which funds were taken.

SUBMISSION PROCEDURES

Please prepare and submit a project letter of intent (LOI) including the following information:

- Nature of Project (Renewal Project or New Project):
- Project Title:
- Project Summary (1 paragraph):
- Confirmation of items listed in Appendix A, Part I
- Program type (Permanent Supportive Housing, Rapid Re-Housing, New “Joint Project”, Supportive Services including HMIS and Coordinated Intake):
- Proposed Funding Amount:
- Source and Amount of Match Funding:
- Contact person and contact information:
- Name and contact information of person responsible for preparing application in *e-snaps*:

By Wednesday, September 15, 2021, at 5:00 PM, please submit the Letter of Intent on applicant’s letterhead that has been signed by executive director (or appropriate similar position). In addition to the Letter of Intent, submit all items listed in Appendix A, Part II, as PDF files to Kelly Hedgecock at kelly@partnersendinghomelessness.org.

NOTE: Project proposals submitted or arriving after the due date cannot be accepted.

In addition to submitting a letter of intent, the applicant is responsible for entering the formal grant application(s) via HUD's *e-snaps* online portal, following the timeline and additional instructions distributed by the Administrative Agent (PEH) for the FY 2021 CoC NOFO application process.

The Collaborative Applicant and the Administrative Agent, acting on behalf of the Guilford County CoC and the SPE Committee, may request additional information for any project, if needed pursuant to the CoC NOFO or related materials. If your project is selected for submission to HUD, you may be requested to provide additional information within a timeframe to be specified by the Administrative Agent (PEH).

This RFP and the FY 2021 CoC NOFO Information will be added to the Guilford County Continuum of Care website (guilfordcoc.org).

Please direct any questions to Brian Hahne (brian@partnersendinghomelessness.org, 336-553-2715 ext. 1002) or Kelly Hedgecock (kelly@partnersendinghomelessness.org, 336-553-2715 ext. 1001).

Appendix A

Threshold Criteria for Continuum of Care Grant Proposals

I. Criteria for Continuum of Care Grant Participation

- A. Must have documentation of having served HUD-eligible homeless persons or families, through activities that are eligible under the CoC Interim Rule, during the twelve months prior to the deadline stated in the Request for Proposals.
- B. Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements.
- C. Must be an eligible contractor for federal funds per <https://www.sam.gov>, must have a current tax-exempt status as verified by the IRS, and must not owe any overdue tax debts, as documented on IRS 990 submissions to the IRS.
- D. Must not propose to use HUD funds to supplant current funding.
- E. Must identify matching funds prior to application submission,
- F. Must provide the information listed below in Section II and must have satisfactory organizational status, experience, and capacity to submit, implement and operate the proposed project, as determined by the CoC's Collaborative Applicant and Administrative Agent.

II. Information on Organizational Status

Sponsors of CoC projects must provide the following items to the Administrative Agent (PEH) for review:

- A. Signed letter of intent (LOI) to apply for CoC Funding.
- B. Most recent IRS 990, as submitted to the IRS.
- C. Most recent audit report and auditor's management letter.
- D. By-Laws.
- E. Articles of Incorporation.
- F. IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline).
- G. Current Board of Directors roster, including demographic details regarding gender, racial/cultural identity and lived experience.
- H. Copies of organizational (not CoC project) budgets for last year, current year and next year (if available).
- I. Copies of Code of Conduct (as adopted and/or on file with HUD), Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable).
- J. Current NC Solicitation license or exempt letter.
- K. Notarized statement of no overdue taxes.
- L. Renewal projects must also submit verification of all project drawdowns during the past project year from eLOCCS.
- M. Most current APR on file with HUD and please indicate the date the APR was submitted.
- N. Copy of signed HMIS data sharing agreement with CoC.

- O. Listing of any grant amounts recaptured in previous years.
- P. Listing of staff participation in annual trainings on Equal Access, Racial Disparity, Domestic Violence, Dating Violence, Sexual Assault, Stalking and other topics of relevance to CoC work and policies, including course name, dates of training, name of presenting organization, and names and titles of participants.
- Q. Other organizational information needed to meet HUD or CoC requirements.